



March 16, 2020

Dear Associates and Families,

The Campbell Center (TCC) is providing this update on COVID-19 (previously referred to as “coronavirus”) to address the potential impact on our programs and services. TCC is monitoring the latest developments about COVID-19, to keep our Associates (clients) Employees, Customers, and Board Members safe and healthy.

TCC has conducted training with all Associates and Employees on Infection Control and Prevention of Communicable Diseases, particularly on the COVID-19 Virus (Coronavirus), and Effective Handwashing. Cleaning and disinfection of surfaces throughout the facility has been completed.

However, despite these precautions, we have decided to take the further step of **closing TCC** to ensure the health of our associates and staff, starting Monday, March 16. We will assess the situation weekly and will contact you with an update by the end of next week. We hope to open as soon as possible, once we can ensure a safe and healthy environment.

In addition, TCC is working on a communication plan to provide services to clients remotely, either digitally, via phone, or 1-on-1. Staff will be reaching out to clients to plan for their needs in both employment and community integration services.

Also, TCC is **postponing** the **Open House** as scheduled for **Thursday, March 26, 2020**. TCC is hoping to reschedule as soon as gatherings are no longer deemed a public health concern. The management and staff look forward to this meet and greet opportunity. We are working diligently to provide the best experiences for our associates.

As a reminder, the most important thing we can do is to take all possible precautions to help reduce the risk of spreading germs to others. These include the following recommendations from public health officials:

- ◆ Stay home and away from others if you have a mild illness or display symptoms (with a fever of 100°F or above).
- ◆ #1 prevention method is frequent handwashing with soap and water for 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not available, hand sanitizer with at least 60% alcohol can be used. Use of soap and water is best.
- ◆ Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands. If you do not have a tissue, use your sleeve (not your hands).
- ◆ Avoid touching your eyes, nose and mouth with unwashed hands.

- ◆ Limit close contact, like kissing and sharing cups or utensils, with people who are sick.
- ◆ Face masks are most effective when used appropriately by health care workers and people who are sick.
- ◆ Get the flu vaccine if you have not done so this season. It's not too late to get the flu vaccine. Being protected against the flu will decrease the number of people using healthcare resources and allow resources to be available for people who may have COVID-19.

The Department of Public Health states that the individual risk for contracting COVID-19 remains low for most individuals. However, DPH encourages everyone to make personal preparations now that include:

- ◆ Having an ample supply of essentials at home (including water, food, hygiene, medications, and pet food).
- ◆ Practicing simple strategies that limit your exposure to others who may be ill (such as verbal salutations in place of handshakes and hugs, not sharing utensils, cups and linens).

As we continue to monitor the situation, we are asking families to also be vigilant regarding reducing the transmission of illnesses in general. We will continue to communicate with you. If you have any questions, please email:

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Sincerely,



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